

TELECOMMUNICATIONS MANAGEMENT

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description.
- 2. Authority.** AFI 21-, 31-, 33-, and 36-series of Air Force and Air National Guard directives contain policy and procedural guidance for the Telecommunications Management work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208VI, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.
- 3. Applicability.** Applies to all ANG flying units authorized a Telecommunications Management work center, FAC 38A010. This standard applies to peacetime operations only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 1 June 1995.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 2$ (Constant Manpower).
 - e. Workload Factors. N/A.
- 5. Application Instructions.** This work center requires constant manpower of two. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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OFFICIAL

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

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Pages: 15/Distribution: F, X

WORK CENTER DESCRIPTION**Telecommunications Management****DIRECT:****1. MANAGEMENT:****1.1. SERVES AS THE MANAGER OF THE COMMUNICATIONS DIVISION:**

1.1.1. EXERCISES BOTH TECHNICAL AND ADMINISTRATIVE SUPERVISION. Provides technical and administrative supervision for subordinate section chiefs.

1.1.2. DETERMINES AND PLANS THE NATURE AND EXTENT OF SERVICE REQUIRED BY USER. Plans and coordinates installation and maintenance of systems and facilities for supported unit, geographically separated units (GSU), and tenant organizations.

1.1.3. EVALUATES OVERALL EFFECTIVENESS OF THE COMMUNICATIONS DIVISION.

1.1.4. INITIATES CHANGE TO IMPROVE SERVICE OR TO MEET NEW REQUIREMENT.

1.2. SUPPORTS CLASSIFICATION AND POSITION MANAGEMENT PROGRAM:

1.2.1. INDOCTRINATES PERSONNEL TO ENSURE APPLICABLE ETHICAL, TECHNICIAN REGULATION, AND MILITARY STANDARDS OF CONDUCT ARE ENFORCED AND PROPERLY EXPLAINED.

1.2.2. ENSURES PERFORMANCE STANDARD AND TASK EVALUATIONS ARE PROPERLY PREPARED AND ENFORCED.

1.2.3. MAINTAINS TIMELY COMPLETION OF ANNUAL PERFORMANCE STANDARD EVALUATION.

1.2.4. WRITES/EDITS POSITION DESCRIPTION AND JOB ANNOUNCEMENT.

1.2.5. SUBMITS REQUEST FOR HIRE ACTION.

1.2.6. INTERVIEWS APPLICANT AND MAKES SELECTION.

1.2.7. INITIATES DISCIPLINARY MEASURE. Conducts administrative action on employee whose conduct is not within prescribed standard.

1.3. NOMINATES PERSONNEL FOR AWARD.**1.4. MONITORS MANAGEMENT IMPROVEMENT PROGRAM.**

1.5. ASSISTS SUBORDINATE IN DEVELOPING IMPROVEMENT SUGGESTION. Processes suggestion received for evaluation.

1.6. MAINTAINS TECHNICIAN PERSONNEL FOLDER IN ACCORDANCE WITH (IAW) PRESCRIBED DIRECTIVE.

1.7. INSPECTS FACILITY:

1.7.1. ESTABLISHES UNIT POLICY AND PROCEDURE AND ENSURES COMPLIANCE WITH COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTER (C4) OPERATING INSTRUCTION.

1.7.2. ENSURES PROPER OFFICE PRACTICE AND MANAGEMENT TECHNIQUE ARE ENFORCED.

1.7.3. ENSURES SAFETY PROCEDURE IS ENFORCED AND MAINTAINED.

1.8. SETS DIVISION PRIORITY AND PLANS WORK CENTER ACTIVITY:

1.8.1. DEVELOPS WORK CENTER ACTIVITY PLAN FOR TRAINING AND SIGNIFICANT UNIT ACTIVITY:

1.8.1.1. REVIEWS INCOMING PLAN FOR TASKING OR EFFECT ON COMMUNICATIONS SUPPORT ACTIVITY AND PREPARES PLAN SUMMARY AND STAFF REVIEW.

1.8.1.2. DETERMINES CAPABILITY OF COMMUNICATIONS SUPPORT TO MEET REQUIREMENT SPECIFIED IN PLAN. Identifies support limitation concerning equipment capability and personnel. Coordinates with tasking activity from several government agencies on requirement as appropriate.

1.8.1.3. DEVELOPS SUPPLEMENTAL PLAN. Develops supplemental plan, as necessary, to commit personnel and equipment in support of mission directed by higher headquarters and/or local emergency plan.

1.8.1.4. ADVISES AIR COMMANDER. Advises Air Commander and others, both in and outside the base, in preparation of operations plan and orders annex pertaining to communications support activity.

1.8.2. COORDINATES ACTIVITY PLAN WITH SUPPORT GROUP AND BASE TRAINING ACTIVITY SECTION.

1.8.3. ENSURES COMPLIANCE WITH WORK UNIT ACTIVITY PLAN.

1.8.4. MODIFIES PLAN TO MEET CHANGE IN WORK CENTER ACTIVITY DIRECTED BY AIR COMMANDER.

1.8.5. ESTABLISHES DIVISION PRIORITY.

1.9. DEVELOPS LOCAL DIRECTIVE AND REVIEWS DIRECTIVE FROM HIGHER HEADQUARTERS:

1.9.1. ADVISES THE AIR COMMANDER AND BASE MANAGEMENT PERSONNEL ON PERTINENT MATTER.

1.9.2. SERVES AS THE SINGLE MANAGER AND PRIMARY POINT OF CONTACT FOR COMMUNICATIONS SUPPORT ACTIVITY AND PROBLEM.

1.9.3. FUNCTIONS AS THE AIR COMMANDER'S AUTHORITATIVE REPRESENTATIVE FOR COMMUNICATIONS SUPPORT MATTER.

1.9.4. RESPONSIBLE FOR BASE-WIDE COMMUNICATIONS SYSTEMS DISTRIBUTION. Overall responsibility for Reports Control Symbol number levied.

1.9.4.1. INCORPORATES MAJOR COMMAND (MAJCOM) DIRECTIVE INTO SQUADRON OR GROUP REGULATION AND REQUIREMENT.

1.9.4.2. ENSURES COMPLIANCE WITH APPLICABLE AIR NATIONAL GUARD (ANG), UNITED STATES AIR FORCE (USAF), AND GAINING COMMAND DIRECTIVE.

1.9.4.3. COMPLETES ANNUAL REVIEW OF DIRECTIVE.

1.9.4.4. DRAFTS AND INCORPORATES APPLICABLE DIRECTIVE.

1.9.4.5. IMPLEMENTS LOCAL DIRECTIVE WITHIN THE DIVISION.

1.9.4.6. DRAFTS/RECOMMENDS GROUP-WIDE REGULATION/INSTRUCTION TO THE AIR COMMANDER.

1.10. MONITORS WORK IN PROGRESS:

1.10.1. COORDINATES WITH DIVISION, BRANCH, SECTION, WORK CENTER, OR OTHER UNIT OR AGENCY ON WORK CENTER STATUS.

1.10.2. INFORMS BRANCH, SECTION, AND /OR WORK CENTER PERSONNEL ON CHANGE AFFECTING INDIVIDUAL OR SYSTEM ACTIVITY.

1.10.3. ENSURES COMPLIANCE WITH ACTIVITY PLAN AND DAILY SCHEDULE MEETING.

1.10.4. MAKES NECESSARY ADJUSTMENT IN WORK CENTER PROGRESS TO ENSURE COMPLIANCE WITH DAILY/WEEKLY ACTIVITY PLAN.

1.11. PREPARES ROUTINE CORRESPONDENCE.

1.12. COUNSELS PERSONNEL:

1.12.1. ENSURES COMPLIANCE WITH TECHNICIAN AND MILITARY STANDARDS OF CONDUCT.

1.12.2. ENSURES PERSONNEL COMPLIANCE WITH UNIT'S ACTIVITY PLAN.

1.13. MAINTAINS UNIT MANPOWER DOCUMENT:

1.13.1. ENSURES PROPER MANNING AND TRAINING OF UNIT PERSONNEL.

1.13.2. PROMOTES PERSONNEL WITHIN UMD AND SKILL GRADE PROVIDING CAREER PATH GROWTH AND UPWARD MOBILITY.

1.13.3. RECOMMENDS DEMOTION ACTION AND LOWERS SKILL LEVEL WHEN PERFORMANCE AND TRAINING DOESN'T MEET STANDARD.

1.14. TRAINS PERSONNEL TO NECESSARY SKILL LEVEL TO ENSURE WARTIME UNIT TYPE CODE TASKING IS MET:

1.14.1. MAINTAINS UNIT TRAINING PLAN FOR EACH AIR FORCE SPECIALTY CODE TO ENSURE APPROPRIATE SKILL LEVEL TRAINING IS IDENTIFIED AND ACCOMPLISHED.

1.14.2. PERFORMS, IN CONJUNCTION WITH UNIT TRAINING NONCOMMISSIONED OFFICER, SPOT CHECK AND TASK EVALUATION.

1.14.3. PERFORMS OVERALL UNIT SELF ASSESSMENT TO ENSURE APPLICABLE MAJCOM CHECKLIST IS ACCOMPLISHED.

1.14.4. MONITORS THE STATUS OF UNIT'S SELF ASSESSMENT PROGRAM AND TRACKS DEFICIENCY PROGRAM.

1.15. REVIEWS AND ENSURES LIFE CYCLE MANAGEMENT OF C4 SYSTEMS TO MEET USAF/ANG ARCHITECTURE.

1.16. PREPARES/ATTENDS MEETING. Gathers information and organizes reference material necessary to conduct or participate in meeting, briefing, or conference. Acts as Communications Staff Officer for applicable wing/base flying unit.

1.16.1. CONDUCTS OR ATTENDS TELEPHONE CONTROL OFFICERS MEETING.

1.16.2. CONDUCTS OR ATTENDS FINANCIAL MANAGEMENT WORKING GROUP.

1.16.3. CONDUCTS OR ATTENDS FINANCIAL MANAGEMENT BOARD (FMB).

1.16.4. CONDUCTS OR ATTENDS AIR COMMANDER'S CONTINGENCY SUPPORT STAFF FUNCTION.

1.16.5. CONDUCTS OR ATTENDS UNIT MEETING. Continues continuity of information flow.

1.16.6. CONDUCTS OR ATTENDS FACILITIES UTILIZATION BOARD.

1.17. MANAGES COMMUNICATIONS SECURITY:

1.17.1. DETERMINES COMMUNICATIONS SECURITY REQUIREMENT.

1.17.2. ENSURES RISK ANALYSES ARE COMPLETED, UPDATED, AND PERIODICALLY REVIEWED AND THAT INTERNAL CONTROL/REVIEW IS ACCOMPLISHED.

1.17.3. MAINTAINS OVERALL RESPONSIBILITY FOR COMMUNICATIONS SECURITY (COMSEC) ACCOUNT MANAGEMENT:

1.17.3.1. ENSURES COMPLIANCE WITH COMSEC PROCEDURE.

1.17.3.2. REVIEWS OPERATIONS PLAN FOR COMSEC REQUIREMENT.

1.17.3.3. DEVELOPS/ASSISTS IN DEVELOPMENT OF EMERGENCY ACTION PLAN AND PROCEDURE TO PROTECT MATERIAL.

1.17.4. FUNCTIONS AS UNIT FOCAL POINT FOR ELECTRONIC SECURITY AND SIGNAL SECURITY (TEMPEST).

1.17.5. PROVIDES UNIT PERSONNEL WITH A COMPREHENSIVE EDUCATION, TRAINING, AND AWARENESS PROGRAM ON COMMUNICATIONS SECURITY.

1.17.6. PERFORMS SEMIANNUAL SELF-ASSESSMENT OF UNIT COMSEC ACCOUNT.

1.18. MANAGES HOST-TENANT SUPPORT AGREEMENT (HTSA):

1.18.1. ENSURES HTSA AND MEMORANDUM OF UNDERSTANDING INVOLVING COMMUNICATIONS SUPPORT ARE APPROVED AND IMPLEMENTED.

1.18.2. ENSURES THAT ALTERNATE PROCESSING SITE AGREEMENT IS PROPERLY NEGOTIATED AND THAT PERIODIC REVIEW AND UPDATE ARE ACCOMPLISHED.

1.19. MONITORS TELECOMMUNICATIONS RESOURCE:

1.19.1. FUNCTIONS AS THE RESPONSIBILITY COST CENTER MANAGER TO IDENTIFY FUNDING PROBLEM AND EXECUTE CURRENT YEAR PROGRAM.

1.19.2. APPROVES ANNUAL BUDGET FOR COMMUNICATIONS SUPPORT FUNCTION.

1.19.3. MONITORS EXPENDITURE, REPORTS STATUS, AND MAINTAINS ASSOCIATED RECORD.
Serves as functional area technical expert to the FMB.

1.19.4. RESPONSIBLE FOR THE DEVELOPMENT, MANAGEMENT, AND EXECUTION OF FINANCIAL MANAGEMENT PLAN AS RELATED TO COMMUNICATIONS SYSTEM.

1.19.5. ANALYZES, EVALUATES, VALIDATES, AND RECOMMENDS APPROVAL/DISAPPROVAL OF REQUESTED OR PROPOSED SYSTEM REQUIREMENT.

1.19.6. PARTICIPATES IN THE DEFINITION OF COMMUNICATIONS SYSTEMS REQUIREMENT AND DEVELOPS DOCUMENTATION TO BE USED IN THE PROCESSING AND VALIDATION OF SUCH REQUIREMENT.

1.19.7. MANAGES INTERNAL EVALUATION TECHNIQUE AND FACTOR WHICH EFFECT PRODUCTION EFFECTIVENESS. Monitors data submission time-frame; reports output timeliness, comparison of actual production to scheduled production, and measurement of personnel effectiveness.

1.19.7.1. EFFECTS TRANSITION OF REPRODUCTION, STORAGE, AND DISSEMINATION MEDIUMS.

1.19.7.2. DECIDES ON THE MOST COST-EFFECTIVE AND FUNCTIONALLY SUFFICIENT COMMUNICATIONS EQUIPMENT AND SERVICE TO INSTALL IN NEW MAJOR CONSTRUCTION PROGRAM.

1.19.7.3. ACCOMPLISHES NECESSARY COMMUNICATIONS PLANNING AND BUDGETING PERTINENT TO THE COMPLETION OF PROGRAM AND TO THE COMMUNICATIONS AND COMPUTER SYSTEM MISSION.

1.20. PERFORMS COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS BOARD (CSRB) DUTY. Serves as a member of, and technical advisor to, the base CSRB.

1.20.1. ADVISES BOARD MEMBER. Briefs on the capabilities and limitations of existing or proposed systems and in matters pertaining to the acquisition, installation, operation, and maintenance of communications systems and services.

1.20.2. REVIEWS COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENT DOCUMENT (CSRD) TO RECOMMEND/ENSURE THE PROPOSED TECHNICAL SOLUTION IS CORRECT.

1.20.3. APPROVES/DISAPPROVES CSRDS WITHIN APPROVAL AUTHORITY AND RECOMMENDS ACTION TO THE CSRB FOR REQUIREMENT EXCEEDING THAT AUTHORITY.

1.20.4. DEVELOPS AND/OR REVIEWS TECHNICAL SPECIFICATION. Ensures compatibility with Air Force/Air National Guard architecture for new communications computer equipment, software, and facility.

1.20.5. ENSURES ANG, MAJCOM, AND AF DIRECTIVES ARE FOLLOWED/IMPLEMENTED.

1.20.6. SERVES AS THE BASE LEVEL FOCAL POINT FOR TABLE OF ALLOWANCE (TA) 007, WORD PROCESSORS; TA 629, AUDIOVISUAL EQUIPMENT; TA 660, RADIOS; AND TA 375, COMBAT ACE.

1.20.7. RESPONSIBLE FOR THE OVERALL MANAGEMENT OF AND ACCOUNTABILITY FOR AUTOMATED DATA PROCESSING EQUIPMENT:

1.20.7.1. PREPARES AND DELIVERS TECHNICAL PRESENTATION FOR THE FLYING UNIT, GSU, AND TENANT ORGANIZATION.

1.20.7.2. MANAGES SPECIAL COMMUNICATIONS SYSTEM AND TELECOMMUNICATIONS PROJECT/PROGRAM IMPACTING COMMUNICATIONS SUPPORT EQUIPMENT, SOFTWARE AND SERVICE FOR THE UNIT, GSU, OR TENANT ORGANIZATION.

1.20.7.3. COORDINATES PROGRAM ACTION WITH GOVERNMENT AND COMMERCIAL ACTIVITY. Maintains visibility of problem area, decides best course of action to meet deadline, and tracks

program activity of other government organization in matters pertaining to the management of programs such as the base information digital distribution system and local area network.

1.20.7.4. FORMULATES LONG-RANGE PLAN. Plans for the effective application of state-of-the-art communications system technology within the framework of the existing unit architecture.

2. ADMINISTRATION:

2.1. PERFORMS CUSTOMER ASSISTANCE:

2.1.1. ACKNOWLEDGES VISITOR. Answers inquiry, refers to appropriate person or place, and escorts visitor or schedules appointment if required.

2.1.2. ANSWERS TELEPHONE. Answers inquiry, refers to appropriate person or place, and escorts visitor or schedules appointment if required.

2.1.3. PERFORMS DUTY AS BASE TELEPHONE OPERATOR. Duties are performed on bases without direct dial-in capability.

2.2. PREPARES UNIT ADMINISTRATIVE COMMUNICATIONS:

2.2.1. PROCESSES UNCLASSIFIED/CLASSIFIED DISTRIBUTION:

2.2.1.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution. Safeguards IAW current security regulations.

2.2.1.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point. Controls outgoing accountable communications IAW with current security regulations.

2.2.2. TYPES COMMUNICATION. Obtains and assembles material; types draft; separates copies; collates material; fastens material; proofreads material; releases to originator; receives material for final typing; types final; and releases to originator or appropriate agency.

2.2.2.1. TYPES LETTER.

2.2.2.2. TYPES MESSAGE.

2.2.2.3. TYPES REPORT.

2.2.2.4. TYPES PERFORMANCE EVALUATION, INDORSEMENT, AWARD, OR DECORATION.

2.2.2.5. TYPES PLAN, SCHEDULE, ROSTER, OR OTHER MISCELLANEOUS CORRESPONDENCE.

2.2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

2.2.3.1. UPDATES FILE/ESTABLISHES NEW FILE. Reviews file for currency, researches regulation, updates file plan, updates file control label, and updates file guide and folder label.

2.2.3.2. FILES CORRESPONDENCE. Obtains correspondence from filing tray; marks, sorts, and files correspondence.

2.2.3.3. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

2.2.3.4. DISPOSES OF DOCUMENTATION.

2.2.3.5. PERFORMS UNIT FUNCTIONAL AREA RECORDS MANAGEMENT (FARM) DUTY:

2.2.3.5.1. REVIEWS FILE PLAN AND FORWARDS TO RECORDS MANAGER.

2.2.3.5.2. UPDATES RECORDS INFORMATION MANAGEMENT SYSTEM FOR SUBORDINATE OFFICE OF RECORD.

2.2.3.5.3. INSPECTS OFFICE OF RECORD AND PREPARES/SUBMITS FARM REPORT.

2.2.3.5.4. REQUESTS FILING EQUIPMENT.

2.2.3.5.5. PROVIDES/ARRANGES TRAINING FOR SUBORDINATE OFFICE OF RECORD.

2.2.3.5.6. COORDINATES RECORDS TRANSFER TO STAGING AREA.

2.2.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

2.2.5. MAINTAINS CLASSIFIED MATERIAL:

2.2.5.1. CONTROLS MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

2.2.5.2. INVENTORIES MATERIAL. Verifies accountability of top secret material and prepares inventory report.

2.2.5.3. SAFEGUARDS MATERIAL. Checks safe, annotates form, checks room or area, and changes safe combination.

2.2.5.4. DESTROYS MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

2.2.6. MAINTAINS UNCLASSIFIED PUBLICATION FILE. Determines requirement for publication, orders administrative publication, maintains index, and maintains publication. Performs Customer Account Representative duties.

2.2.6.1. DETERMINES REQUIREMENT FOR AND ORDERS ADMINISTRATIVE PUBLICATION.

Reviews publication bulletin, processes requirement from subaccount representative (SAR), consolidates requirement, and prepares and forwards order to Publications Distribution Office (PDO).

2.2.6.2. RECEIVES AND DISTRIBUTES PUBLICATION.**2.2.6.3. MAINTAINS INDEX AND PUBLICATION.**

2.2.6.4. MANAGES UNIT PUBLICATION. Ensures annual review by office of primary responsibility. Prepares regulation or operating instruction, coordinates, forwards for approval and publication, and distributes copies. Maintains record set. Prepares and maintains index.

2.2.7. MAINTAINS BLANK FORM STOCK. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

2.2.7.1. DETERMINES REQUIREMENT FOR AND ORDERS FORM. Reviews publication bulletin, processes requirement from SAR, consolidates requirement, and prepares and forwards order to PDO. Manages unit form flow through use of electronic forms if available.

2.2.7.2. RECEIVES AND DISTRIBUTES FORM.**2.2.7.3. CONTROLS ACCOUNTABLE FORM.****2.2.8. TRAINS SAR ON AUTOMATED PUBLICATIONS MANAGEMENT PROCEDURES.****2.2.9. PROCESSES TEMPORARY DUTY ORDER:**

2.2.9.1. PREPARES ORDER. Reviews request for order, inputs order request, and transmits to Accounting and Finance.

2.2.9.2. PUBLISHES/FILES/DISTRIBUTES ORDER. Prints, reproduces, distributes, and files record copy.

2.2.10. PREPARES UNIT HISTORY. Obtains and documents historical information on unit activities. Ensures necessary files and photographs of various activities are maintained.

2.2.11. MANAGES UNIT LEAVE PROGRAM:

2.2.11.1. PROCESSES CIVILIAN LEAVE REQUEST. Maintains time and attendance cards. Notifies Accounting & Finance Office (AFO) of any discrepancies.

2.2.11.2. PROCESSES MILITARY LEAVE. Controls leave roster and block of leave numbers. Counsels member about special requests for leave; i.e., permissive TDY, emergency leave, and terminal leave. Obtains leave control numbers from AFO, suspenses return of Part III of leave request, and maintains leave record.

2.2.12. MANAGES PERFORMANCE REPORT. Establishes suspense, monitors suspense, reviews for continuity and accuracy, corrects minor error, initials, forwards to the Consolidated Base Personnel Office (CBPO),

and clears suspense. Maintains control of performance feedback worksheets. Provides training and advice on referral evaluations.

2.2.13. MANAGES RECOMMENDATION FOR DECORATION:

2.2.13.1. CONTROLS DECOR I, DECORATION SUBMISSION CONSIDERATION. Receives DECOR 1 from CBPO, suspenses DECOR 1 action, acquires commander's concurrence or nonconcurrence, forwards to supervisor, receives from supervisor, logs action dates on suspense slip, and forwards to CBPO.

2.2.13.2. CONTROLS DECOR VI, RECOMMENDATION FOR DECORATION. Receives DECOR VI from CBPO, suspenses DECOR VI action, forwards to supervisor, reviews for quality control of narrative, logs action dates on suspense slip, and forwards to CBPO.

2.2.14. MANAGES SCHEDULING:

2.2.14.1. MANAGES COMMANDER'S CALENDAR. Receives appointment request; schedules, updates, verifies, publishes, and distributes calendar.

2.2.14.2. SCHEDULES SPECIAL DETAIL TASKING. Receives detail tasking and determines appropriate individual based on detail roster/file. Notifies supervisor/individual. Prepares letter of appointment and notifies requester.

2.2.14.3. PREPARES UNIT DUTY ROSTER. Distributes, posts copy on unit bulletin board, and maintains file copy. Maintains inactive care file on departed individual.

2.2.14.4. COMPILES UNIT ADDITIONAL DUTY LIST. Maintains list of all unit appointments, updates quarterly, maintains file of appointment letters, ensures equitable distribution of additional duties, and submits list to group commander.

2.2.14.5. SCHEDULES RANDOM URINALYSIS TESTING. Schedules testing and monitors no-show upon notification of testing. Completes request for evaluation and forwards form to Social Actions.

2.2.14.6. SCHEDULES MEDICAL APPOINTMENT. Receives roster; annotates, distributes, reschedules appointment and no-show, and files. Schedules member for medical evaluation and diet counseling as part of Weight Management Program.

2.2.14.7. SCHEDULES STAFF MEETING. Schedules time and place, notifies personnel, arranges for necessary equipment, takes minutes, prepares and distributes minutes.

2.2.15. MANAGES SPECIAL RECOGNITION PROGRAM:

2.2.15.1. MANAGES COMMANDER'S RECOGNITION PROGRAM. Schedules time and place; notifies personnel; determines need for audiovisual equipment; obtains equipment, decorations, awards, certificates, etc.; schedules photographer; gathers biography and guest information; prepares agenda; sets up room; returns equipment; picks up and distributes photographs.

2.2.15.2. MANAGES AWARD/SPECIAL PROGRAM. Determines requirement; solicits and suspenses nomination; schedules, organizes, and conducts board as necessary; reviews and finalizes nomination package; forwards package; and arranges awards ceremony if required.

2.3. ADMINISTERS PERSONNEL:**2.3.1. PROCESSES INCOMING OR OUTGOING PERSONNEL:**

2.3.1.1. PROCESSES INCOMING PERSONNEL. Logs newly arrived individual onto Alpha Roster; assigns individual to duty section and annotates phone number; creates a Personnel Information File (PIF) and files order in PIF; briefs individual on inprocessing checklist, notifies individual of CBPO inprocessing date, notifies supervisor of individual's arrival, and files checklist in PIF.

2.3.1.2. PROCESSES OUTGOING PERSONNEL. Removes individual from roster, terminates the PIF, verifies documentation, annotates checklist, and forwards documentation to appropriate agency.

2.3.2. MANAGES QUALITY FORCE ACTION:**2.3.2.1. PROCESSES NONJUDICIAL ACTION:****2.3.2.1.1. PROCESSES ADMINISTRATIVE ACTION.****2.3.2.1.2. PROCESSES ARTICLE 15.****2.3.2.1.3. PROCESSES LETTER OF REPRIMAND.****2.3.2.1.4. PROCESSES ADMINISTRATIVE DEMOTION.****2.3.2.1.5. PROCESSES ADMINISTRATIVE DISCHARGE.****2.3.2.1.6. PROCESSES LINE OF DUTY DETERMINATION.****2.3.2.1.7. PROCESSES REPORT OF INVESTIGATION.****2.3.2.2. PROCESSES JUDICIAL ACTION.**

2.3.3. PROCESSES APPLICATION, REQUEST, OR CLAIM. Receives and reviews application, claim, or request; obtains additional information; verifies eligibility; and briefs member. Prepares appropriate documentation, obtains coordination/signature, and returns to member or appropriate agency. Maintains file copy.

2.3.3.1. PROCESSES OFF-DUTY EMPLOYMENT REQUEST.**2.3.3.2. PROCESSES ADVANCE PAY REQUEST.****2.3.3.3. PROCESSES CLOTHING REQUEST.****2.3.3.4. PROCESSES PRIVACY ACT STATEMENT.****2.3.4. PROCESSES CAREER DEVELOPMENT ACTION:**

2.3.4.1. PROCESSES REENLISTMENT/EXTENSION OF ENLISTMENT ACTION. Coordinates determination of retention suitability, prepares and/or endorses associated documentation, and forwards to appropriate agency.

2.3.4.2. PROCESSES PROMOTION ACTION. Reviews appropriate roster, verifies eligibility, prepares documentation, and forwards to CBPO.

2.3.4.3. PROCESSES TRAINING/RETRAINING REQUEST.

2.3.4.4. PROCESSES SELECTIVE RETENTION ACTION. Reviews Selective Retention Roster received from CBPO. Coordinates action with Commander. Prepares letter to supervisor of individual on roster. Prepares NGB Form 27, Federal Retention Evaluation/Recommendation. Forwards to supervisor, receives from supervisor, types form, and obtains signatures. Annotates roster, attaches documentation, and forwards to CBPO.

2.3.5. PROCESSES PERSONNEL TRAINING QUOTAS FOR TRAINING AND PROFESSIONAL MILITARY EDUCATION:

2.3.5.1. RECEIVES QUOTA. Notifies selectee and supervisor. Schedules appointment with Commander or First Sergeant if required.

2.3.5.2. PREPARES DOCUMENTATION. Obtains signature, forwards to action agency, files copy, and annotates roster.

2.3.6. UPDATES/CHANGES PERSONNEL INFORMATION:

2.3.6.1. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

2.3.6.2. UPDATES PERSONAL INFORMATION:

2.3.6.2.1. UPDATES/RETRIEVES DATA FROM PC-III. Receives notification or application. Inputs into PC-III and prepares necessary documentation. Notifies member of completed action.

2.3.6.2.2. AUDITS TRANSACTION REPORT. Ensures transaction report is correct, training record and certificates are complete, and updates records/rosters. Files documentation.

2.3.6.3. MAINTAINS UNIT PERSONNEL MANAGEMENT ROSTER. Reviews roster and annotates change.

2.4. OPERATES CORE AUTOMATED MAINTENANCE SYSTEM (CAMS):

2.4.1. INPUTS NEW UNIT PERSONNEL INTO CAMS.

2.4.2. DELETES SEPARATED PERSONNEL FROM CAMS.

2.4.3. CHANGES RANK, DUTY POSITION, AIR FORCE SPECIALTY CODE, AND/OR SUPERVISOR.

2.4.4. INPUTS DATA AND REQUESTS AUTOMATED PRODUCT IN SUPPORT OF UNIT TRAINING ASSEMBLY.

3. PROVIDES TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:

3.1. REVIEWS INDIVIDUAL TRAINING RECORD/JOB PROFICIENCY GUIDE AND DETERMINES AND SCHEDULES TRAINING REQUIREMENT.

3.2. ANNOTATES TRAINING RECORD UPON COMPLETION OF TRAINING.

3.3. DEVELOPS/REVIEWS TRAINING PLAN.

4. UNIT TRAINING ASSEMBLY AND MOBILITY. Performs planning and scheduling associated with preparation for training and mobility.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|---|----------------|------------|----------------------|------------------------------|--|--|--|--|--|--|--|
| WORK CENTER/FAC | | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | |
| Telecommunications Management/38A010 | | | | Constant Manpower | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Communications-Computer System Information Management | C33S4 3A0X1 | CIV CIV | 1 | | | | | | | | |
| | | | 1 | | | | | | | | |
| TOTAL | | | 2 | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |